



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

EMPLOYEE CHARGES FOR PHOTOCOPIES

Effective Date: June 17, 2005

Policy #: BS-10

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- I. PURPOSE:** To ensure photocopy expenses incurred at Montana State Hospital are paid.
- II. POLICY:** Employees utilizing Montana State Hospital's copy machines for personal reasons will be charged an established and reasonable fee per copy.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Employees will report copies made to the Accounting Tech in the Business Office and submit payment as billed.
 - B. The Accounting Tech in the Business Office will bill employees as appropriate, receive and receipt payment of bills, then process monies for the State General Fund.
- V. PROCEDURE:**
 - A. Employees copying for personal reasons will report the number of copies made to the Business Office.
 - B. The Accounting Tech will bill employees \$.10 per page. Upon receipt of payment, the Accounting Tech will forward the money to the Fiscal Bureau in Helena.
- VI. REFERENCES:** DPHHS Copying Policy
- VII. COLLABORATED WITH:** Claims/Accounting Technician and the Hospital Administrator.
- VIII. RESCISSIONS:** None, new policy
- IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE:** June 2008
- XI. FOLLOW-UP RESPONSIBILITY:** Chief Financial Officer

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Ed Amberg Date
Hospital Administrator

_____/_____/_____
Tracey Sweeney Date
Chief Financial Officer